

Retention and Classification Report

Agency: Valley Emergency Communications Center (Utah) (2028)

5360 Ridge Village Drive
Salt Lake City, UT 84118
801-840-4100

Records Officer Geana Randall

09644 Computer aided dispatch system
09643 Enhanced 911 dispatch system

AGENCY: Valley Emergency Communications Center (Utah)

SERIES: 9644

3

TITLE: Computer aided dispatch system

DATES: 1989-

ARRANGEMENT: Chronological

DESCRIPTION:

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.

RETENTION:

Retain 30 days provided questionable actions are preserved on longer term storage until no longer needed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 15.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 30 days and then delete provided questionable actions are transferred to a longer storage medium.

APPRAISAL:

Administrative Legal

AGENCY: Valley Emergency Communications Center (Utah)

SERIES: 9644

TITLE: Computer aided dispatch system

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Valley Emergency Communications Center (Utah)

SERIES: 9643

3

TITLE: Enhanced 911 dispatch system

DATES: 1991-

ARRANGEMENT: Chronological

DESCRIPTION:

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.

RETENTION:

Retain 30 days after which the computer files can be updated by over writing the information or erasing the disk.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 15.

AUTHORIZED: //

FORMAT MANAGEMENT:

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AGENCY: Valley Emergency Communications Center (Utah)

SERIES: 9643

TITLE: Enhanced 911 dispatch system

(continued)

PRIMARY CLASSIFICATION:

Private